



## **Chesterfield County, Virginia**

### **Department of Building Inspection**

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## **Footing and Foundation Permit Checklist**

This checklist contains the minimum building code information and details required on plans to process the building permit application, and the required documents to be submitted with the building permit application. This is a pre-submittal checklist that will be used to evaluate your construction documents prior to accepting the permit application and the plans for permit review. Please contact the commercial plan review staff at (804) 748-1057 with any questions regarding this checklist or any other commercial building permit questions.

### **Required Documents for Permit Application:**

- ☐ Five sets of plans for the footing and foundation portion of the work are required if the footing and foundation permit application is submitted prior to application for the complete building permit; three sets of plans for the footing and foundation portion of the work are required if the footing and foundation permit application is submitted with or after application for the complete building permit.
- ☐ All pages of the plan set shall be the same size. If different discipline designers use different page sizes have smaller pages re-printed on sheets the size of the largest in the set.
- ☐ Footing and foundation permits are stand-alone permits. A completed Building Permit Application with an accurate work description noted must be submitted for the footing and foundation permit. In the Work Description field on the building permit application clearly state that the permit is for the footing and foundation portion of the project, state the overall project name or description, state if any plumbing, electrical or other trade work will be performed with the footing and foundation portion of the project. If the footing and foundation permit is submitted after application for the complete building permit has been submitted provide the main building permit (Job) number in the work description. Chesterfield County does not have a separate form for the footing and foundation permit.
- ☐ Scope or work beyond footings, foundations and slabs for vertical building elements such as steel or wood framing is typically not included with footing and foundation permit approvals. If a permit for more than the footing and foundation portion of the job but less than complete building plan approval is desired, contact our department for further information.

### **The following documents will be required prior to release of the permit, if applicable:**

- ☐ Geotechnical Report.
- ☐ Statement of Special Inspections for any inspections or testing that will be done for the footing and foundation portion of the project.
- ☐ If the building is a pre-fabricated metal building, then certification from the structural engineer is required stating that the foundation has been designed according to the actual loads from the steel building manufacturer. This certification may be on the plans or in letter form with a seal from the engineer.

### **Information Required on the Plans:**

#### **General**

- ☐ All plan pages must be complete, dimensioned, and drawn to scale.
- ☐ The footing and foundation plans should include all plan sheets required to construct the footings, foundation walls and slabs as applicable. Plan sheets for portions of the project that are not part of the

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footing and foundation portion of the work should be omitted and details not part of the project should be identified as not in the scope of work for the footing and foundation portion of the project.

- ☐ A Virginia Professional seal (signed and dated) is required on the plans per The Code of Virginia (§54.1-402) for all work when the following uses are involved: assembly, educational, institutional, hotel/motel and High Hazard when any area of work is involved; mercantile and business uses when the area of work exceeds 5000 square feet; Storage and Factory/Industrial uses when the area of work exceeds 15,000 square feet.
- ☐ List the name, occupation, address and telephone number of the person who prepared the plans. If sheets from multiple designers are incorporated into the one set each designer's name, occupation, address and telephone number must be provided on the pages that they designed.
- ☐ A dimensioned site layout plan must be included with each set of plans.
- ☐ Plumbing, Electrical or other trade work plans shall be included for any piping, wiring or other systems that will be installed below the slab or in conjunction with the footing and foundation portion of the project; design/build is not allowed. If no Mechanical, Plumbing or Electrical work is to be performed in conjunction with the footing and foundation portion of the project then that must be clearly stated on the plans. See the separate electrical, mechanical & plumbing checklist.
- ☐ If the permit is for an addition, clearly identify new and existing construction.

**The following basic building code data for the overall building must be provided on a building code data plan sheet as part of the footing and foundation plans to verify that the proposed building can be built:**

- ☐ Building code edition. The current code edition is the 2006 IBC (VUSBC). The 2003 edition may be used until May 1, 2009.
- ☐ Use and Occupancy Group classification.
- ☐ If it is a mixed use building, note the method of treating mixed uses:  
Non-separated mixed use, separated mixed use (provide ratio sum), separate buildings, accessory use.
- ☐ Construction type.
- ☐ Occupant load.
- ☐ Indicate if the building/space is equipped with any fire protection systems (sprinklers, alarms, or hood suppression).
- ☐ Provide the method of compliance with height and area limitations, including calculations supporting height and/or area increases.

## Structural

- ☐ All of the loads, factors and coefficients listed in section 1603 Construction Documents, of the IBC must be provided on the structural plans submitted with the footing and foundation permit plans (see the separate structural checklist).
- ☐ Design soil-bearing capacity.
- ☐ Design loads
- ☐ Wind load design data.
- ☐ Earthquake design data.